

POLICY - 2.11.1 - WORK WEEK & WORKING HOURS
SCOPE - ALL EMPLOYEES

NORMAL WORK WEEK: The normal work week is forty (40) hours for all employees other than those employees whose primary job classification is designated as Fire Fighter, or those employees designated as temporary employees. However, this is not a guarantee that any specific amount of work will be made available. All employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible.

Those employees whose primary job classification is designated as Fire Fighter include the following job descriptions: Fire Fighter/Utility and Fire Fighter/Maintenance. The normal work week for these employees is established as seventy-two (72) hours to allow for emergency response outside the time worked under the secondary classification of their respective job descriptions. Time worked under the secondary classification will consist of work between the hours of 0800 through 1700 unless otherwise specified at the discretion of the Fire Chief.

FLSA-exempt “administrative” and “executive” employees are expected to complete work requirements within the requirements and objectives established by the Fire Chief or the Board of Directors, or both. The hours of employment shall be fixed by the Fire Chief.

REST PERIODS: Employees who work a 40-hour work week may take a 15-minute rest period during each half shift, scheduled at or as near as feasible to the middle of each half shift. Consistent with operating requirements, employees who, at the request of the District, work two or more hours beyond their regular quitting time shall receive a 15-minute rest period before starting the next shift in addition to the regular rest periods occurring during the shift. Each rest period shall not exceed fifteen (15) minutes total. Rest periods shall not interfere with or be detrimental to the public safety.

MEAL PERIODS: Employees who work a 40-hour week shall be granted an uncompensated meal period not to exceed one hour during each work shift. Consistent with operating requirements, meal periods shall be scheduled at or about the middle of the work shift.

MANAGEMENT LEAVE: FLSA-exempt employees shall be allowed discretionary time off with pay as approved by the Fire Chief. Supervisors shall regulate their own use of the management leave, and shall endeavor to provide the Fire Chief at least one day of advance notice of any day which they intend to take off.